

Purpose	Provide guidance for effective delivery of services for local agency staff eligible to participate in WIC while avoiding any conflict of interest.
Program Availability To Staff	WIC benefits are available to any local agency staff who meet program eligibility requirements.
Certification	<p>When an employee of a local agency is applying for WIC benefits staff members other than the applicant are required to complete the certification process. This includes assessing eligibility, determining benefits, and assigning the food package.</p> <p>The local agency must have a plan for certifying staff applying for WIC when that staff person is the only CPA.</p>
Check Issuance	<p>The participating staff member will be placed on a regular monthly or bimonthly schedule for receiving checks.</p> <p>WIC checks for participating staff must be printed and issued by another staff member.</p> <p>The participating staff member will sign the check register in the presence of another staff member.</p> <p>Participating staff cannot designate another staff person as their proxy for check pickup.</p>
Nutrition Education Contacts	Staff participating in the WIC program are expected to take part in the required number of nutrition education contacts.